

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2023

Added HDH0814 Client Billing

Health District and Hospital Records Retention Schedule

See also the [General Records Retention Schedule](#).

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).

- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical record's medium: paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 "Electronic Records Management Software Applications Design Criteria Standard":

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;

- C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
- D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
 Local Records Preservation Program
 PO Box 1747, Jefferson City, MO 65101-1747
 Telephone: (573) 751-9047
local.records@sos.mo.gov

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Health District and Hospital Records Retention Schedule

See also the [General Records Retention Schedule](#).

Health Department Records

HDH0001

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Health Department Inspection Reports

Sanitation Inspection Report Licensed Centers, Group Homes, and License-Exempt Facilities; Sanitation Report Family Child Care Home; Inspection Report Child Care Facility; Lodging Establishment Inspection Report; Hotel/Motel Inspection Report; Restaurant Inspection Report; Food Establishment Inspection Report

Reports on health and safety inspections at various public facilities.

Completion of Audit

Destroy

These are tri-part forms that are divided between the facility, the inspector, and Missouri Department of Health and Senior Services

August 20, 2013

HDH0002

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Reports Submitted to County or State Health Department

High Risk Maternal and Child Care Report; Communicable Disease Report

Document occurrences deemed reportable by state statute or regulation

Rabid animal reports, sexually transmitted disease reports, etc.*

3 Years

Destroy

*See 19 CSR 20-20 for list of communicable diseases that must be reported.

August 20, 2013

HDH0003

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Voter Registration

Missouri Voter Registration Application; Duplicate Voter Registration

Official registration record upon acceptance by local election authority

May include, but is not limited to: verification of US Citizenship; verification of eligible age; new registration box; address change box; name change box; registration number; full name; suffix (Jr, Sr, I, II, III, IV); gender; address of residence; mailing address (if different); last 4 digits of social security number; driver's license; date of birth; place of birth (optional); daytime phone number (optional); name and address on last voter registration (if currently registered in another state); affidavit of legal right to register; date and signature of applicant; section to be completed by rural voters living outside city limits of any city

3 months

Destroy

Per RSMo 115.162, local health departments are required to take voter registrations and forward them to the local election authority within 5 days of receipt.

August 20, 2013

HDH0004*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Vital Records**

Death Certificates; Death Register; Local Registrar's Record of Deaths; Birth Records
 Record of births/deaths in the county/district, gathered for submission to the Office of Vital Statistics.

May contain: name, date of event, place of event, attending physician, hospital, funeral home, cause of death.

Permanent
 Archive

19 CSR 10-10.090 "Access to Vital Records." With development of online registry, health department may now be notified of deaths by the Office of Vital Statistics.

August 20, 2013

HDH0005*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Vital Records Applications**

Written requests for copy of birth or death certificate.

Name of person requesting information, identifying information for birth/death

Completion of Audit

Destroy

The health department is charged by Vital Statistics for each look-up.

August 20, 2013

HDH0006*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Women, Infant, and Children (WIC) Program**

WIC; Special Supplemental Nutrition Program for Women, Infants and Children Records
 Records of federal grant program for supplemental foods, health care referrals, and nutrition education for low-income women and to infants and children up to age five.

See Federal Regulations

Destroy

Federally regulated records; These records are now kept electronically on the MOWINS system

August 20, 2013

HDH0007*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Drug Testing Records**

Documents drug testing lab work contracted for with Health Department

2 Years

Destroy

For personnel drug testing records see: Local Records General Schedule--GS 043

August 20, 2013

HDH0008*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***State-sponsored Safety Programs**

Safe Cribs for Missouri Program; Car Seat Check Up

Documents activities of state-sponsored programs

Completion of Audit

Destroy

Car Seat Check Up sponsored by Missouri Department of Transportation; Safe Cribs for Missouri Program sponsored by Missouri Department of Social Services

August 20, 2013

HDH009*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Temporary Eligibility Determination**

Temporary Medicaid Eligibility for Pregnant Women

Application for temporary Medicaid benefits through MoHealthNet

Name, address, phone number, county, social security number, date of birth, race, residency status, household information, verification of pregnancy, household income and eligibility status, provider name QP number, title and date

Completion of Audit

Destroy

Operated through the Missouri Department of Social Services Family Support Division

August 20, 2013

Patient/Client Records**HDH010***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Patient/Client Medical Records**

Inpatient/Outpatient Records; Home Health Agency Records; Diagnostic Testing Records; Nuclear Medicine Reports; Emergency Room Files; Radiology Reports; Psychiatric Records; Immunization Records; Mammography Films and Reports; Anesthesia Records; Consent Records; ICU Admittance Records; Surgical Log; Physical Therapy Records; Patient Referral and Progress Sheet; Record Card; Progress Notes; Monthly Treatment Records and Totals; Rehabilitation Team Evaluation; Well Child; Well Baby; Pregnancy Test Records; Request for Environmental Blood Lead and ZPP Test; Pre-Natal Care Management file

Document interactions with patient/client, including treatments, tests and consultations

10 Years; or, if patient is a minor, retain until 23rd birthday or 10 Years, whichever is longer

Destroy

19 CSR 30-20.094 (15); 19 CSR 30-20.120(4); 42 CFR 484.48; RSMo 516.105; RSMo

334.097

August 20, 2013

HDH011*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Patient/Client Medical Records--Nursing Homes**

Document interactions with patient/client, including treatments, tests and consultations

5 Years after resident leaves facility. If resident is less than 21 years of age when leaving facility, retain until 26th birthday

Destroy

RSMo 198.052

August 19, 2014

HDH0814**Client Billing***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:*

Explanation of Benefits; Patient Billing; Insurance/Third Party Payers

Documentation used to bill private insurance, Medicaid, and Medicare for immunizations, dental, or other services.

Applications for financial assistance; eligibility documentation; remittances; status reports; claim documents

6 Years

Destroy

13 CSR 70-3.030(3)(A)(16)

August 23, 2023

Administrative Records

HDH0100

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Accreditation Records

Hospital Accreditation Records
 Documents facility accreditation by recognized professional/governmental organizations
 State Licensure Inspections, Joint Commission Accreditation, AOA Accreditation
 *
 Destroy
 *See GS 104 Accreditation Records
 August 20, 2013; Revised August 24, 2016

HDH0101

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Admission Record

Admission Log Book; Hospital Admission Forms
 Tracks admission of patient into facility
 23 Years
 Destroy
 Originals should be located in Admissions. Duplicates of these records are often sent to other departments of the hospital. Duplicates may be destroyed when no longer of reference value.
 August 20, 2013

HDH0102

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Compliance Program Documentation

Documents internal controls that promote adherence to applicable Federal and State law, and the program requirements of Federal, State and private health plans.
 Employee Training, Investigation Results, etc.
 10 Years
 Destroy
 Office of the Inspector General's Compliance Program Guidance for Hospitals:
<http://oig.hhs.gov/compliance/compliance-guidance/>
 August 20, 2013

HDH0103

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Medical and Surgical Audit

Detailed review of records to evaluate quality of care.
 5 Years
 Destroy
 August 20, 2013

HDH0104

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

HIPAA Documentation

Tracks policies and procedures related to protected health information
 Revisions to Privacy Practice Notices. HIPAA training records. Complaints and their disposition. Accounting of disclosures of protected health information.
 6 Years
 Destroy
 45 CFR 164.316, 164.316(b), 164.530(j), and 164.528(a) (2007)
 August 20, 2013

HDH0105

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Hospital Price List

Hospital Rate Book; Hospital Price Manual
 Documents pricing for hospital services
 Maintain until updated
 Destroy
 August 20, 2013

HDH0106

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Utilization Review Reconsideration Determination Records

Reconsiderations of initial denial determinations concerning services furnished or proposed to be furnished under Medicare
 Initial determination and its basis, date of receipt of request for reconsideration, basis for reconsideration, evidence submitted, copy of the notice
 4 Years from final notice of reconsideration determination or until completion of litigation and the passage of the time period for filing all appeals.
 Destroy
 42 CFR 478.36 (2007)
 August 20, 2013

HDH0107

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Quality Improvement / Assurance Records

Document ongoing, systematic facility-wide, patient-oriented performance improvement
 3 Years
 Destroy
 These records do not include any patient information. Please see other series in this schedule for patient records.
 August 20, 2013

HDH0108

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Transfer Agreements

A document which sets forth the rights and responsibilities of hospitals regarding the inter-hospital transfer of patients
 Until revised or superseded
 Destroy
 These records do not include any patient information. Please see other series in this schedule for patient records.
 August 20, 2013

Medicaid/Medicare Records**HDH0200**

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Medicaid/Medicare Records

Administrative records documenting Medicaid/Medicare services provided by facility
 See Federal Regulations
 Destroy
 Federally regulated records
 August 20, 2013

HDH0201*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Medicare Cost Report Materials**

Cost reports submitted by providers to intermediaries for the purpose of determining Medicare reimbursable costs.

Accounting Records, Records used in preparation of filing cost report, Documents submitted to the fiscal intermediary or carrier, Federal income tax status, Chargemaster, Physician material (including physician agreements on which Part A and Part B allocations are based), Utilization review materials, as applicable

8 years after the Notice of Program Reimbursement unless the cost report is subject to appeal or litigation, in which case retain until the completion of litigation

Destroy

See: Centers for Medicare and Medicaid Services, <http://cms.gov/Regulations-and-Guidance/Regulations-and-Guidance.html>

August 20, 2013

Food Service Records**HDH0300***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Meals Provided**

Diet Requisitions from the Floor; Monthly Patient Meal Census; Record of Extra Items and Special Luncheons; Cafeteria Price List

Tracks service history of department

Completion of Audit

Destroy

August 20, 2013

HDH0301*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Administrative Records**

Records of Diet Types; Diabetic Food Charts

Tracks operations of department

Maintain until updated

Destroy

August 20, 2013

Housekeeping Records**HDH0400***Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Environmental and Support Services Records**

Housekeeping Records; Linen Service Records

Document activities of Housekeeping Service and/or Laundry and Linen Service

Completion of Audit

Destroy

19 CSR 30-20.114

August 20, 2013

Laboratory Records

HDH0500

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Autoclave Records

Run Record; Test Reports
 Records relating to operations and maintenance of autoclave.

Completion of Audit
 Destroy
 19 CSR 30-20.098 (8)
 August 20, 2013

HDH0501

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Autopsy Records

Autopsy Reports; Autopsy Permissions

10 Years
 Destroy
 May be included in patient file.
 August 20, 2013

HDH0502

Also Called:
Function:
Content:

Minimum Retention:

Disposition:
Note:
Approval Date:

Blood and Blood Product Records

Blood Bank and Cross Match Cards
 Records tracking acquisition, storage and use of blood and blood products
 Donor information, storage and distribution of the product, compatibility testing, quality control records, transfusion reaction reports and complaints, and general records.
 10 Years after the records of processing are completed, or 6 months after the latest expiration date for the individual product, whichever is later.
 Destroy
 RSMO 516.105 (2007). 21 CFR 606.160(d) (2007).
 August 20, 2013

HDH0503

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Quality Control Records

Laboratory Quality Control Program; Proficiency Testing; Quality Control Ledger
 Records of program to verify accuracy, measure precision and detect errors.

2 Years
 Destroy
 19 CSR 30-20.098 (9-10)
 August 20, 2013

HDH0504

Also Called:

Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Reports

Histology, Pathology, Chemistry, Hematology, Urinalysis, Bacteriology, Serology, Autopsy, etc.

2 Years
 Destroy
 19 CSR 30-20.098 (7); Note this is a copy, original should be in patient file
 August 20, 2013

HDH0505

Also Called:
Function:
Content:

Equipment and Instrument Evaluations

Checks to ensure equipment is functioning properly at all times
 Date, calibration, performance evaluation and corrective action

Minimum Retention: Completion of Audit
Disposition: Destroy
Note: 19 CSR 30-20.098 (8)
Approval Date: August 20, 2013

Medical Records

HDH0600

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Birth/Death Register

Newborn Register; Death Register
Document births/deaths that occur within the facility.
5 Years
Destroy
RSMO 193.275 requires facilities to maintain a record of all births and deaths on their premises for a period of 5 years.
August 20, 2013

HDH0601

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Emergency Department Log

Record of each individual seeking assistance in the emergency department
May contain information on whether or not the patient refused treatment, was refused treatment, was transferred, was admitted and treated, or discharged
5 Years
Destroy
42 CFR 489.20 (r)(3)
August 20, 2013

HDH0602

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Infection Control Records

Records and reports used in identifying, investigating and controlling infections and communicable diseases of patients and personnel.
May include blood borne pathogen training, the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms
5 Years following the end of the year referenced
Destroy
29 CFR 1904.33.
August 20, 2013

HDH0603

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Medical Indexes

Master Patient Index; Physician Index
Finding aids to locate medical records, medical cases, or other information
May contain: Patient name; location of active and inactive records; destruction date of patient record; physician name and code; health record number; diagnoses, operations and disposition of patients
Permanent
Archive

August 20, 2013

HDH0604

Also Called:
Function:
Content:

Medical Device Event Files

Document deaths and serious injuries that a device has or may have caused.

Minimum Retention: 2 Years from the date of the event.
Disposition: Destroy
Note: 21 CFR 803.18(c) (2007)
Approval Date: August 20, 2013

HDH0605

Also Called:
Function:

Content:
Minimum Retention: Useful life of each device
Disposition: Destroy
Note: 21 CFR 821.60 (2007)
Approval Date: August 20, 2013

Medical Device Tracking Records

FDA requires records based on the following criteria: the failure of the device would be reasonably likely to have serious adverse health consequences; or the device is intended to be implanted in the human body for more than 1 year; or the device is a life-sustaining or life-supporting device used outside a device user facility.

HDH0606

Also Called:
Function:

Content:
Minimum Retention: 3 Years
Disposition: Destroy
Note: 21 CFR 291.505; 42 CFR 8.12.
Approval Date: August 20, 2013

Methadone and Opioid Treatment Program Records

Records of the use of narcotic drugs in maintenance and detoxification treatment of opioid addiction.

Pharmacy Records

HDH0700

Also Called:

Function:
Content:
Minimum Retention: 2 Years
Disposition: Destroy
Note: 21 CFR 1304.04; 21USC827; 19 CSR 30-20.100 (9); 19 CSR 30-1.041
Approval Date: August 20, 2013

Pharmacy Control Record

Control Record for Drugs; Prescription Record of Orders from Outside Hospital for Inpatients; Drug Recording; Record of Class 2, 3, 4, 5 Drugs; Record of Drug Purchases (Non Narcotic); Record of Narcotic Purchases
Record of acquisition and inventory of controlled substances

HDH0701

Also Called:
Function:
Content:
Minimum Retention: 5 Years
Disposition: Destroy
Note: RSMo 338.100; 19 CSR 30-20.100(9); 19 CSR 30-1.041(2).
Approval Date: August 20, 2013

Pharmacy Records

Record of medication compounding, repackaging, and dispensing
5 Years
Destroy
RSMo 338.100; 19 CSR 30-20.100(9); 19 CSR 30-1.041(2).
August 20, 2013

Radiology/Nuclear Medicine

HDH0800

Daily Log of Patient Exams

Also Called: Daily Log
Function: Daily record of activity
Content: Patient Name and procedure
Minimum Retention: Completion of Audit
Disposition: Destroy
Note: Official record should be part of patient medical file
Approval Date: August 20, 2013

HDH0801

Also Called:
Function:
Content:

Minimum Retention:
Disposition:
Note:
Approval Date:

Decay in Storage Disposal Records

Documents disposal of certain radioactive materials
 Date of the disposal, the survey instrument used, the background radiation level, the radiation level measured at the surface of each waste container, and the name of the individual who performed the survey.
 3 Years
 Destroy
 10 CFR 35.2092
 August 20, 2013

HDH0802

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:

Approval Date:

Diagnostic Testing Records

Envelope and films; Films; Images; Pictures; Tracings; X-rays; Mammograms

 If signed interpretative report generated, 5 years. Without interpretative report, 10
 Destroy
 42 CFR 482.26 (2007). RSMO 516. 105 (2007). *Per 21 CFR 900.12 mammography films shall be retained for 5 years, or not less than 10 years if no additional mammograms of patient are performed at the facility.
 August 20, 2013

HDH0803

Also Called:
Function:
Content:
Minimum Retention:
Disposition:
Note:
Approval Date:

Equipment Inspection

Record of Lab and Equipment Check
 Documents periodic evaluation of condition of equipment

 2 Years
 Destroy
 19 CSR 30-20.102(9)
 August 20, 2013

HDH0804

Also Called:
Function:

Content:
Minimum Retention:

Disposition:
Note:
Approval Date:

Quality Control Records

Mammography Equipment Quality Assurance Records
 Records documenting mammography technique and procedures, quality control, safety, protection, and employee qualifications

 Until the next annual inspection, or until test has been performed two additional times, whichever is longer (see note)
 Destroy
 21 CFR 900.12; specific tests and frequencies specified in CFR
 August 20, 2013

HDH0805

Also Called:

Equipment Calibration

Calibration of Survey Meter and Lab Monitor; Chi Square Test; Crystal Resolution of Magnascanner and Spectriscaker; Function Checks on Dose Calibrator; Record of Voltage Calibrations

Function: Documents regular calibration of equipment
Content:
Minimum Retention: 3 Years
Disposition: Destroy
Note: 10 CFR 20.2103; 10 CFR 35.2060; 10 CFR 35.2061; 10 CFR 35.2432
Approval Date: August 20, 2013

HDH0806

Also Called:
Function: Report on badges worn by employees to detect exposure to radiation
Content:
Minimum Retention: 5 Years after termination of employment
Disposition: Destroy
Note: 19 CSR 20-10.060(3)
Approval Date: August 20, 2013

HDH0807

Also Called:
Function: Evaluation of the radiation hazards incidental to the production, use, or existence of radioactive materials
Content:
Minimum Retention: Permanent
Disposition: Archive
Note:
Approval Date: August 20, 2013

HDH0808

Also Called:
Function: Demonstrate compliance with the dose limit for individual members of the public
Content:
Minimum Retention: Permanent
Disposition: Archive
Note: 10 CFR 20.2107
Approval Date: August 20, 2013

HDH0809

Also Called:
Function: Reports of interpretations, consultations and procedures.
Content:
Minimum Retention: 5 Years
Disposition: Destroy
Note: 42 CFR 482.53
Approval Date: August 20, 2013

HDH0810

Also Called:
Function:
Content:
Minimum Retention: Permanent
Disposition: Archive
Note:
Approval Date: August 20, 2013

HDH0811

Also Called:
Function: Documents receipt and transfer of material regulated by the Nuclear Regulatory Commission
Content:

Film Badge Records

Function: Report on badges worn by employees to detect exposure to radiation
Content:
Minimum Retention: 5 Years after termination of employment
Disposition: Destroy
Note: 19 CSR 20-10.060(3)
Approval Date: August 20, 2013

Generator Survey

Function: Evaluation of the radiation hazards incidental to the production, use, or existence of radioactive materials
Content:
Minimum Retention: Permanent
Disposition: Archive
Note:
Approval Date: August 20, 2013

Isotope Dosage Admitted to Patient

Function: Demonstrate compliance with the dose limit for individual members of the public
Content:
Minimum Retention: Permanent
Disposition: Archive
Note: 10 CFR 20.2107
Approval Date: August 20, 2013

Procedure Reports

Function: Reports of interpretations, consultations and procedures.
Content:
Minimum Retention: 5 Years
Disposition: Destroy
Note: 42 CFR 482.53
Approval Date: August 20, 2013

Radiation Safety Committee Meeting Records

Function:
Content:
Minimum Retention: Permanent
Disposition: Archive
Note:
Approval Date: August 20, 2013

Record of Receipt or Transfer of By-product Material

Function: Documents receipt and transfer of material regulated by the Nuclear Regulatory Commission

Minimum Retention: 3 Years
Disposition: Destroy
Note: 10 CFR 30.51
Approval Date: August 20, 2013

HDH0812

Also Called:
Function: Documents disposal by means other than Decay in Storage or Transfer
Content:
Minimum Retention: Permanent
Disposition: Archive
Note: 10 CFR 20.2108; 10 CFR 30.51
Approval Date: August 20, 2013

Waste Disposal Records

HDH0813
Also Called:
Function: Record of Hot Lab Wipe Test; Record of Wipe Test on Sealed Sources
Content: Documents test for radioactive contamination
Minimum Retention: Permanent
Disposition: Archive
Note:
Approval Date: August 20, 2013

Wipe Test Records